

Article - Public Utilities

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§2–104.

- (a) The Commission shall appoint an Executive Secretary.
- (b) The Executive Secretary serves at the pleasure of the Commission.
- (c) The Executive Secretary shall:
 - (1) keep the records of the Commission, including a record of proceedings, all documents required to be filed with the Commission, all orders, regulations, and decisions of the Commission, and all dockets and files;
 - (2) certify true copies of those materials;
 - (3) designate an employee of the Commission to perform the duties of Executive Secretary when the Executive Secretary is absent; and
 - (4) perform the other duties that the Commission prescribes.
- (d) With the approval of the Commission and in conformity with Title 10, Subtitle 6, Part III of the State Government Article, the Executive Secretary may destroy any record or document that the Commission possesses, including a record or document required by law to be filed with the Commission, if:
 - (1) the record or document has been on file for at least 3 years; and
 - (2) the Executive Secretary considers the document to be obsolete.

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